



DEMOLITION PERMIT SUBMITTAL CHECKLIST

Planning & Community Development

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All site plans and civil drawings must be drawn to an engineering or architectural scale (e.g. 1" = 20' or 1/4" = 1').**

- ☐ **Application form** (attached)
- ☐ **Copy of the Asbestos Survey or Notice of Intent as required by Washington State laws.** Puget Sound Clean Air Agency can be contacted at (206) 343-8800 for additional information.
- ☐ **Rodent Abatement Letter** of completion from licensed pest control provider. Please inquire for details of requirement.
 - Required for commercial demolitions.
 - May be required for certain residential demolitions.
- ☐ **Sewer Cap-off Permit** is required by Ronald Wastewater Management District in most cases. *Must be submitted with an application for a demolition permit. Please call Ronald Wastewater at (206) 546-2494 for more information.*
- ☐ **Critical Areas Worksheet** (attached). Note: a critical area report may be required if a critical area exists on or adjacent to the site.
- ☐ *If applicable, Critical Area Identification – one (1) copy* may be included on the site plan.
 - Location of all critical areas and buffers on or adjacent to the site.
 - Location, size, species, and condition of all existing trees on the property.
 - Identification of trees to be retained, trees to be preserved and location of trees to be planted.
 - Graphic representation and written description of proposed tree protection measures and tree and vegetation planting details.

- ☐ **Site Plans – two (2) copies 11 x 17 maximum size** drawn to an engineering scale (e.g. 1" = 20').
 - Name, address, and phone number of the person who prepared the drawing.
 - Indicate if occupied or not. If not, how long has the property been unoccupied?
 - Graphic scale and north arrow.
 - Location, identification, and square footage of all **existing buildings**, including their uses. Also include existing streets, alleys, rockeries, retaining walls, and fences.
 - Indicate each improvement on the site that is to be removed.
 - Dimensions of all property lines.
 - Building setbacks from front, side, and rear property lines.
 - Easements which are on the property, including utility, drainage, access, and open space. (include the King County recording number for existing easements).
 - Provide calculation(s) of building footprint area and hardscape area to be removed and the area to remain, if any.

Clearing and Grading

- Clearing limits.
- Fill quantities and locations.
- **Location of Significant trees** and protection methods.

Erosion and Dust Control

- Location and detail of construction site access.
- All relevant detail drawings and notes for each erosion, sediment, and dust control method to be used.

- ☐ **Civil Drawings – two (2) copies** details *may be required* on larger projects with existing locations of all drainage, paving, and utilities.

17500 Midvale Avenue North, Shoreline, Washington 98133-4905

Telephone (206) 801-2500 Fax (206) 801-2788 pcd@shorelinewa.gov

The Development Code (Title 20) is located at mrsc.org

Additional Information:

1. Foundations must be completely removed; the area filled and compacted in 2 foot lifts. Site clean-up requires that all construction debris, grading, street cleaning and erosion control is complete prior to final inspection.
2. Septic system decommissioning. No permit is required from King County Health Department, but the tank must be pumped out and filled with sand, rock or gravel (after the bottom is broken out). There are no requirements regarding the decommissioning of the drain field.
3. Certain utilities (e.g. water, natural gas, electric, cable, etc.) may have specific requirements that must be met prior to demolishing a building. Please contact the individual utilities serving the property prior to commencing work.

Submittal Fees

Residential (single-family)	\$145.00 (\$145.00 hourly rate, 1 hour minimum)
Surcharge	<u>4.50</u> (Washington State Building Code Council)
Total	\$149.50
Commercial/Multi-Family	\$435.00 (\$145.00 hourly rate, 3 hour minimum)
Surcharge	<u>4.50</u>
Total	\$439.50

Please note that these fees are updated annually and are subject to change. Additional fees may be assessed based on the specifics of the proposal. Additional review may be required for those sites with unique land use characteristics and/or critical areas.

NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.

OTHER PERMITS THAT MAY BE REQUIRED:

Clearing and Grading

Right-of-Way

Sewer Cap-off

City of Shoreline applications and submittal checklists may be downloaded from our website www.shorelinewa.gov under "Popular Links" select "Permits".

8/2011

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